

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/OL

2. D/L

3. Marie

4.

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15.

[redacted] called re Keith STAT
Hall's request for a
Facilities Briefing. He
would like to schedule it
for 13 April at 1015 hours
in Room 4E05 HOS. Please
call [redacted] STAT

Sharon
3-26-82

STAT

The meeting has been
rescheduled for Tuesday,
20 April at 1015 hours in
Room 2D00 HQS.

Sharon
3-30-82

ROUTING AND TRANSMITTAL SLIP		Date
		25 March 1982
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. D/OL		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: DDA

Jim,

Attached for your information and action is a request from Keith Hall for information on our facilities in the WMA and for briefings on our plans for the future, including the new building. We ask that you put the requested information together and prepare the briefings as outlined in the attached. I have already told Keith Hall that the suggested date of 22 April is out as this conflicts with your conference. I have asked him for a suggested alternative date and will get back to you as soon as he lets me know.

(over)

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

bol, Agency/Post)	Room No.—Bldg.
Chief, Admin Group/O/Comptroller	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

GPO : 1981 O - 301-570 (170)

STAT

STAT

STAT

Please give a call if you have any questions or if we can be of assistance. I suggest that it may be worthwhile for us to meet with you in advance of the briefing to go over those aspects of our future planning which might possibly be controversial. What do you think?



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

MEMORANDUM

TO:

O/Compt, CIA

MAR 24 1982

STAT

FROM:

Keith Hall
OMB

SUBJECT: CIA Facilities Needs 1982 and Beyond

Per our phone conversation of 21 Mar 81 this memorandum provides specific information relative to my request for a briefing on the above subject. Specifically, I would like to obtain the following:

- A list of current 1982 CIA facilities in the Washington metropolitan area to include the following on each: square footage; tenants by office (except for Hqs building); SLUC and/or other facilities related costs; total space currently utilized for personnel and equipment.
- A listing of future CIA facilities needs in the Washington metropolitan area by year and type (e.g. accomodate approved or anticipated program increases, exclusive of existing office relocations). Planning factors used by CIA should also be discussed as well as 1982 and 1983 funded additions to space.
- A briefing on the new building planned for Langley to include: background on planning and current status; facility description; detailed cost estimates (annual recurring and one-time, offsets from reduced SLUC payments elsewhere, etc.); and proposed utilization of space by type (e.g. space for new program/personnel; space to accomodate relocation/consolidation of activities, to include space to be vacated; and space set aside to accomodate future growth.
- Discussion of alternatives to a new building investigated by CIA to include costs of each (annual recurring and one time), POC's in other agencies as appropriate, and advantages and disadvantages identified by CIA for each.
- Discussion of how CIA intends to meet its facilities needs prior to beneficial occupancy of new building.

It is not my intention to impose a data call on the Agency. I assume that the above information, or something approximating it, is on-hand in the form of a briefing or lends itself to informal discussion using material readily available. If this is not the case, please give me a call and we can discuss it further. If convenient, I would like to set aside the morning of 22 April (930-1130) for the briefing.

COMPT
RECORD COPY

MAR 24 1982